



**STATE OF UTAH**  
invites applications for the position of:

## **MENTAL HEALTH ADMINISTRATOR-Draper**

**SALARY:** \$25.47 - \$40.40 Hourly

**OPENING DATE:** 05/10/17

**CLOSING DATE:** Continuous

**NUMBER OF  
OPENINGS:** 1

**BENEFITS:**

This position is eligible for a full benefits package including medical, dental, life, and long-term disability insurance, a retirement plan, plus paid leave to include annual, sick, and holiday pay. The State requires employees to receive their pay through direct deposit. If selected, you will receive more information about these benefit options and enrollment information through our onboarding process and during your first week or two on the job.

**PHYSICAL  
ADDRESS:**

Utah State Prison 14425 S. BITTERBRUSH LANE Draper

**RECRUITER  
NAME:**

Debbie Martinez-Orth

**RECRUITER  
TELEPHONE  
NUMBER:**

801-545-5698

**RECRUITER  
EMAIL  
ADDRESS:**

dmartinez@utah.gov

**OVERTIME  
EXEMPT:**

Yes

**SCHEDULE  
CODE:**

B - Competitive Career Service - Employment in this position requires a probationary period.

**EEO  
STATEMENT:**

The State of Utah is an equal opportunity employer. Hiring is done without regard to race, color, religion, national origin, sex, sexual orientation, gender identity, age or disability. Reasonable accommodations provided to known disabilities of individuals in compliance with the Americans with Disabilities Act. For accommodation information or if you need special accommodations to complete the application process, contact the Dept. of Human Resource Mgmt. at 801-538-3025 or TTY 801-538-3696.

**JOB DESCRIPTION:**

**Professionalism- Respect.-Integrity- Duty.-Excellence  
(PRIDE)**



**Turn your management aspirations into administrative leadership with The Utah Department of Corrections (UDC) Mental Health team.**

Explore complex moral and ethical considerations that often dominate executive-level decision-making.

The Mental Health Administrator is a mental health leadership position. Under the direction of the Corral Health Services Administrator deputy, the Mental Health Administrator will provide administrative oversight to the Mental Health department working in conjunction with the Clinical Services Bureau.

Responsibilities include:

- Function as the interface between mental health and clinical services, ensuring the mission of the Clinical Services Bureau as a whole is accomplished.
- Plan and organize workload of staff and monitor the production/efficiency at the mental health facility.
- Monitor contracts, spending, and budget.
- Direct/supervise mental health staff.
- Plans and manages projects and/or programs.
- Supervises subordinate personnel including: hiring, determining workload and delegating, assignments, training, monitoring and evaluating performance, and initiating corrective or disciplinary actions.
- Coordinates program activities, services, and/or program implementation with private providers, other governmental entities, program users, etc.

• **What's in it for you?**

We seek out only the best -- the best skills, the best attitudes -- and expect the best results from our employees. In return, we will not only offer a highly competitive compensation and benefits package but the training, development and support to make our employees a success in whatever they do for us.

To start your meaningful career in corrections, visit us online today and explore our open opportunities.<http://www.corrections.utah.gov/>

## **TYPICAL QUALIFICATIONS:**

(includes knowledge, skills, and abilities required upon entry into position and trainable after entry into position)

- applicable laws, rules, regulations and/or policies and procedures
- read, interpret and apply laws, rules, regulations, policies and/or procedures
- supervise others by assigning/directing work; conducting employee evaluations, staff training and development, taking appropriate disciplinary/corrective actions, making hiring/termination recommendations, etc.
- principles, theories, and practices of budget management
- use basic/business math to solve problems
- communicate information and ideas clearly, and concisely, in writing; read and understand information presented in writing
- plan, organize and prioritize time and workload in order to accomplish tasks and meet deadlines
- coordinate the activities or tasks of people, groups and/or organization(s)
- speak clearly, concisely and effectively; listen to, and understand, information and ideas as presented verbally
- lead the work of others by monitoring, reviewing, training co-workers and/or delegating work
- monitor or track information or data
- agency and/or organizational program(s)
- evaluate information against a set of standards

## **SUPPLEMENTAL INFORMATION:**

- Risks found in the typical office setting, which is adequately lighted, heated and ventilated, e.g., safe use of office equipment, avoiding trips and falls, observing fire regulations, etc.
- Typically, the employee may sit comfortably to perform the work; however, there may be some walking; standing; bending; carrying light items; driving an automobile, etc. Special physical demands are not required to perform the work.

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APPLICATIONS MAY BE FILED ONLINE AT:

<https://statejobs.utah.gov>

Position #12239  
MENTAL HEALTH ADMINISTRATOR-DRAPER  
DM

2120 State Office Building  
Salt Lake City, UT 84114  
801-538-3025

[statejobs@utah.gov](mailto:statejobs@utah.gov)

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## MENTAL HEALTH ADMINISTRATOR-Draper Supplemental Questionnaire

- \* 1. Employment working in a public safety/law enforcement environment requires: A criminal history check (BCI) that will be conducted before a final offer of employment. \*If you are a current or past employee, your file will be reviewed as part of the hiring process.
  - ☐ I acknowledge that I have read the statements above.
- \* 2. Please select your level of completed education. (Master's Degree or experiential equivalent required).
  - ☐ None
  - ☐ Associates Degree
  - ☐ Bachelor's Degree
  - ☐ Master's Degree
  - ☐ PhD
- 3. Please indicate your major field of study in the space provided below.
- \* 4. Do you have experience in directing and managing a large mental health program
  - ☐ Yes
  - ☐ No
- 5. Please describe your experience in directing and managing a large mental health program. In your answer please note the type of program, the budget, dates, and number of staff members for each program you have supervised.
- \* 6. Please rate your experience in monitoring and maintaining a budget.
  - ☐ None
  - ☐ Limited experience
  - ☐ Moderate experience
  - ☐ Proficient
- \* 7. Please describe your experience in monitoring and maintaining a budget. Please justify your rating in the space provided below.
- \* 8. #Please indicate how you heard about this specific job posting.
  - ☐ State Jobs
  - ☐ An External Job Posting Site (Indeed, LinkedIn, etc.)
  - ☐ Social Media (Facebook, Twitter, etc.)
  - ☐ Advertisement (Newspaper, Internet, Radio, etc.)
  - ☐ Professional Network
  - ☐ University Network (Career Center)
  - ☐ Referred by a Friend or Colleague
  - ☐ Contacted by a Recruiter

- ☐ Career Fair
- ☐ Internal communication from a State Agency that employs me - State employees only
- ☐ Other

- \* 9. As part of this application process, you must upload your resume and references into your profile. Failure to include a resume may result in disqualification. Your answers to the questions on this application must be supported by your resume; otherwise you may not receive credit. "See resume" is not a valid answer to any question.

☐ I acknowledge that I have read the statements above.

- \* Required Question